

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Natural Resource Program Specialist

SALARY: \$38,000 to \$42,000 per year depending on experience

LOCATION: Tompkins County Soil and Water Conservation District

TYPE OF EMPLOYMENT: Full-time provisional appointment pending the next civil service exam.

ISSUE DATE: 09/17/15

THE FINAL DATE TO FILE APPLICATIONS: 10/22/15

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/23/15

RESIDENCY WAIVED

LOCATION OF POSITIONS/VACANCIES:

There is one full-time 40-hour per week opportunity available in the Tompkins County Soil and Water Conservation District for a Natural Resource Program Specialist. This will be a provisional appointment pending the next civil service examination. Excellent benefits will include medical/dental/vision insurance; NYS retirement; access to the NYS deferred comp plan; a flex spending account; paid sick, vacation and holiday leave.

Please note: The local residency requirement has been waived and the filing period has been extended to October 22, 2015.

MINIMUM QUALIFICATIONS: No later than the final filing date, the candidate must possess:

(a) Graduation from a regionally accredited or New York State registered college with a bachelor's degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field, **AND** one year of technical or professional experience in a farming, construction, engineering or conservation field; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in agronomy, agricultural business/economics, animal science, environmental science, natural resource conservation, agricultural engineering, civil engineering, horticulture, landscape architecture, construction technology or closely related field **AND** three years of professional or technical experience in farming, construction, engineering or conservation field; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENT

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

NOTE: The employee must provide protective wear as may be required, such as rain gear and steel-toed foot wear.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the technical planning, survey, design, and implementation of agricultural Best Management Practices through the NYS Agricultural Environmental Management (AEM) process. Other agricultural and natural resource related duties will be assigned as time permits. The work is performed under the general supervision of the Tompkins County SWCD District Manager with leeway for independent judgment. The employee may be called upon to supervise the work of contractors and interns as necessary. Moderate interpersonal skills are exercised. Internal contacts are with employees within the immediate work unit. External contacts are with professional associates and involve the administration of District programs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Work with Tompkins County SWCD landowner cooperators to prioritize conservation practices related to farm planning, grant writing, and agricultural best management implementation.
- Administer the NYS Agricultural Environmental Management (AEM) Base Program with supervision from the District Manager;
- Cooperate with partner agencies such as the USDA Natural Resources Conservation Service, Cornell Cooperative Extension, USDA Farm Services Agency, Upper Susquehanna Coalition, FLOWPA and others to deliver programs that will benefit conservation to local landowners.
- Perform land use modeling and design utilizing software packages such as ArcGIS, Autodesk Civil 3d, etc.
- Conduct surveys utilizing laser levels, GPS units and Total Stations to provide information for planning and design of conservation BMPs
- Work with other staff (as time permits) to expand the District's tree, shrub, and fish stocking programs when necessary.
- Work with other staff (as time permits) to enhance and expand the Envirothon Program.
- Complete Soil Group Worksheets for Tompkins County residents according to NYS Ag and Markets Law (as time permits)
- Participate in the Chesapeake Bay TMDL efforts by reporting farm BMP to the Upper Susquehanna Coalition and act as USC representative for Tompkins County.
- Assist local watershed groups (as time permits) sample and monitor various lakes and streams.
- Attend local Farmland Protection Board, Farm Service Agency and other agency meetings as they relate to conservation work the District is involved with.
- Assist other District team members in survey, design and implementation of non-agriculturally related projects as time permits.
- The incumbent will perform all other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of natural resource conservation and agriculture with emphasis on soil and water conservation projects as applied to an agricultural environment
- Working knowledge of county and regional agricultural operations, cropping systems, management practices, equipment and related terminology.
- Working knowledge of environmental laws, regulations, programs, and agencies affecting agriculture.
- Ability to write successful grant proposals.
- Working knowledge of construction methods, materials, equipment, and maintenance.
- Thorough knowledge of the design of soil and water conservation projects.
- Ability to prepare contractor bid documentation and follow District procurement policies while implementing agricultural grant requirements.
- Ability to schedule and oversee the work of contractors engaged in soil and water conservation project activities
- Ability to read, analyze and interpret common scientific and related technical materials.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Able to respond to common inquiries or complaints from customers, regulatory agencies, and the business community as required.
- Good communication skills, written and oral, including speaking to the public.
- Working knowledge of computing software such as Microsoft Office Suite, ArcGIS, Autodesk Civil 3d
- Good time management skills and ability to work independently as well as a member of a team.
- Accurate and reliable
- Physical condition commensurate with demands of the position.
- Willingness to work outdoors under adverse weather conditions, especially in deep snow, ice, mud, and water.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850